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| <b>KENTUCKY<br/>CORRECTIONS</b><br>Policies and Procedures          | Policy Number<br><br>25.2<br>Date Filed<br><br>October 14, 2005                | Total Pages<br><br>2<br>Effective Date<br><br>February 3, 2006 |
| References/Authority<br>KRS 196.035, 197.020, 197.170<br>ACA 4-4446 | Subject<br><br><b>PUBLIC OFFICIAL NOTIFICATION<br/>OF RELEASE OF AN INMATE</b> |  |

I. DEFINITIONS

NONE.

II. POLICY and PROCEDURES

Corrections shall inform public agencies of the release of convicted felons from its custody. CPP 25.4 addresses public official notification when an inmate is released on a furlough.

The Warden of each institution, the Director of Local Facilities or their designees shall notify the following individuals ten (10) days prior to an inmate's release from that institution by parole or expiration of sentence except as provided in IV.

A. The officials to be notified include:

1. Judge of the Circuit Court in the jurisdictions of commitment and to which the inmate is released (if the name of the judge is not known, notice shall be forwarded to the circuit court).
2. Clerk of the Circuit Court in the jurisdiction of commitment.
3. Commonwealth Attorney in the county of commitment and in the jurisdiction to which the inmate is released.
4. County Attorney in the jurisdiction to which the inmate is released.
5. Sheriff of the county of commitment and to which the inmate is released.
6. Chief of Police in the city and county to which the inmate is released.
7. State Police in the District to which the inmate is released.
8. Probation and Parole Offices in the jurisdictions of commitment and to which the inmate is released.

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### III. NOTIFICATION PROCESS

- A. If paroled, the Warden, the Director of Local Facilities or their designees shall also provide to all those officials listed in this policy the name and address of the person to whom the inmate is released. Release information may be extracted from the approved parole placement information.
- B. Upon release the inmate shall be required to leave the name and address of the person with whom he shall reside.

### IV. TIME FRAME WAIVER

All officials listed in Section II, A, shall be notified ten (10) days in advance of the inmate's release. The time frame may be waived on parole, expedient release by parole and court-ordered release, but notice shall be given as far in advance as possible.

- A. If paroled, a telephone call, facsimile, or electronic mail shall be used to notify the Sheriff and State Police in the jurisdiction to which the inmate is released.
- B. In the case of an immediate release, the institution shall notify the Sheriff in the county of commitment and in the jurisdiction of release and State Police in the jurisdiction to which the inmate is released. This may be done by telephone, facsimile, or electronic mail.

**STATE POLICE POSTS**

Kentucky State Police 270 856-3973  
Post 1 Mayfield  
P. O. Box 740  
Mayfield, Kentucky 42066  
(Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Lyon, Livingston, McCracken, Trigg, and Marshall Counties)

Kentucky State Police 270 676 3313  
Post 2 Madisonville  
P. O. Box 1079  
Nortonville, Kentucky 42442  
(Caldwell, Christian, Crittenden, Hopkins, Muhlenberg, Todd and Webster Counties)

Kentucky State Police 270 783 0879  
Post 3 Bowling Green  
P. O. Box 68  
Bowling Green, Kentucky 42101  
(Allen, Barren, Butler, Edmonson, Hart, Logan, Simpson, and Warren Counties)

Kentucky State Police 270 766 5078  
Post 4 Elizabethtown  
P. O. Box 538  
Elizabethtown, Kentucky 42701  
(Breckinridge, Bullitt, Grayson, Hardin, Jefferson, Larue, Meade and Nelson Counties)

Kentucky State Police 502 532 6363  
Post 5 Campbellsburg  
160 Citation Lane  
Campbellsburg, Kentucky 40011  
(Carroll, Gallatin, Henry, Oldham, Owen, and Trimble Counties)

Kentucky State Police 859 428 1212  
Post 6 Dry Ridge  
US 25 North  
Dry Ridge, Kentucky 41035  
(Boone, Bourbon, Bracken, Campbell, Grant, Harrison, Kenton, Nicholas, Pendleton, and Robertson Counties)

Kentucky State Police 859 623 2404  
Post 7 Richmond  
Eastern By-Pass  
Richmond, Kentucky 40475  
(Boyle, Clark, Estill, Garrard, Jackson, Jessamine, Lee, Lincoln, Madison, Mercer, and Owsley Counties)

Kentucky State Police 606 784 4127  
Post 8 Morehead  
1595 Flemingsburg Road  
Morehead, Kentucky 40351  
(Bath, Elliott, Fleming, Lewis, Mason, Menifee, Montgomery, Morgan, Powell, Rowan and Wolf Counties)

Kentucky State Police 606 433 7006  
Post 9 Pikeville  
P. O. Box 2528  
Pikeville, Kentucky 41501  
(Floyd, Johnson, Magoffin, Martin, and Pike Counties)

Kentucky State Police 606 573 7595  
Post 10 Harlan  
2550 US 421 South  
Harlan, Kentucky 40831-1797  
(Bell, Harlan, and Knox Counties)

Kentucky State Police 606 864 5538  
Post 11 London  
11 State Police Road  
London, Kentucky 40741-9008  
(Clay, Laurel, McCreary, Pulaski, Rockcastle, Wayne, and Whitley Counties)

Kentucky State Police 502 227 2221  
Post 12 Frankfort  
1250 Louisville Road  
Frankfort, Kentucky 40601  
(Anderson, Fayette, Franklin, Scott, Shelby, Spencer, and Woodford Counties)

Kentucky State Police 606 435 6120  
Post 13 Hazard  
P. O. Box 834  
Hazard, Kentucky 41701  
(Breathitt, Knott, Leslie, Letcher, and Perry Counties)

Kentucky State Police 606 928 6421  
Post 14 Ashland  
5975 State Route 60  
Ashland, Kentucky 41101  
(Boyd, Carter, Greenup, and Lawrence Counties)

Kentucky State Police 270 384 4796  
Post 15 Columbia  
P. O. Box 167  
Columbia, Kentucky 42728  
(Adair, Casey, Clinton, Cumberland, Green, Marion, Metcalfe, Monroe, Russell, Taylor, and Washington Counties)

Kentucky State Police 270 830 6464  
Post 16 Henderson  
P. O. Box 693  
Henderson, Kentucky 42420  
(Daviess, Hancock, Henderson, McLean, Ohio, and Union Counties)